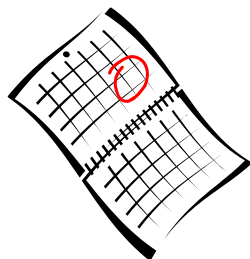


Kansas Special Emphasis Programs

- ◆ American Indian/Alaska Native Emphasis Program
- ◆ Asian American/Pacific Islander Emphasis Program
- ◆ Black Emphasis Program
- ◆ Disability/Veterans Emphasis Program
- ◆ Federal Women's Program
- ◆ Lesbian, Gay, Bisexual, and Transgender Emphasis Program
- ◆ Hispanic Program

Special Observances

February:	Black History Month
March:	Women's History Month
May:	Asian/Pacific American Month
June:	LGBT Pride Month
August:	Diversity Awareness Month
August 26:	Women's Equality Day
September 15-	
October 15:	National Hispanic Awareness
October:	Disability Awareness Month
November:	American Indian Heritage Month
November 11:	Veteran's Day



For More Information

[Kansas NRCS Civil Rights](#)

[NRCS National Civil Rights Division](#)

[NRCS General Manual online at eDirectives
Title 230 - Equal Opportunity](#)

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.



United States
Department of
Agriculture

KANSAS CIVIL RIGHTS ADVISORY COMMITTEE



VISION . . .
EQUITY FOR PEOPLE
AND PROGRAMS

KANSAS CIVIL RIGHTS ADVISORY COMMITTEE

Mission

Ensure compliance with agency policies for conservation and equal opportunity programs and accountability for the delivery of quality and timely services to our customers.

Who Can Serve

Those interested in serving may apply when an announcement is issued. The state conservationist will make a selection from the pool of applicants.

Any permanent Natural Resources Conservation Service (NRCS) employee is eligible to serve on the committee. The committee has 12 members. The chairperson serves a three-year term and is a management team member appointed by the state conservationist. Four are general members and seven are Special Emphasis Program Managers (SEPMs). Each member or SEPM is selected to serve a three-year term. The state business services specialist serves as the committee liaison.

The committee meets on a quarterly basis. The committee meetings are open to all NRCS employees with prior supervisory approval.



Committee Duties

- ◆ Serve as an advisory body to the NRCS state conservationist to promote and assist in meaningful and effective affirmative action consistent with the goals and objectives set forth by NRCS management
- ◆ Determine civil rights training needs, develop annual and long-range training plans, and conduct training for all employees
- ◆ Provide feedback on the performance of the civil rights program, to identify areas of weakness, and to make recommendations for improvements
- ◆ Identify emerging issues needing special attention by the NRCS state conservationist and NRCS management
- ◆ Make recommendations to the NRCS state conservationist regarding policies, practices, and procedures as they affect civil rights and NRCS as an agency
- ◆ Promote and provide information on equal opportunity to employees through special programs, newsletters, articles, exhibits, displays, and informal contacts
- ◆ Assist in recruiting to establish a diverse work environment

Special Emphasis Programs

A special emphasis program (SEP) addresses the unique concerns of members of the following groups in achieving diversity, inclusion, and equal opportunity in employment activities:

- ◆ American Indians and Alaska Natives
- ◆ Asian Americans and Pacific Islanders
- ◆ Black/African Americans
- ◆ Lesbian, Gay, Bisexual, and Transgender Individuals
- ◆ Hispanics
- ◆ People with Disabilities
- ◆ Veterans
- ◆ Women

Special Emphasis Program

Manager Responsibilities

A SEPM is responsible for planning and implementing an SEP to improve employment and advancement opportunities for SEP groups.

SEPM positions are collateral duty positions and are under the direct supervision of the NRCS state conservationist.

SEPMs:

- ◆ Analyze challenges facing women, minorities, veterans, or persons with disabilities in the agency
- ◆ Offer career information
- ◆ Sponsor programs to increase employee awareness
- ◆ Assist with recruitment efforts